



City of Redmond Supplier Registration Form

Please mail completed form to:
City of Redmond, Attn: Purchasing M/S: 3SFN
PO Box 97010, Redmond, WA 98073-9710
Or fax to: (425) 556-2185

Primary Product(s)/Services(s): _____

NIGP Code: _____ **SSN or Federal ID #:** _____
(Internal NIGP research file) www.redmond.gov/insidecityhall/finance/pdf/nigpcategorycodes.pdf

How Long in Business: _____ **years** **Dunn & Bradstreet #:** _____

Company Name: _____

Contact: _____ **Phone:** _____ **Fax:** _____

Website: _____ **E-Mail Address:** _____

Correspondence Address:	Remit to Address:	Shipping & Terms
_____	_____	FOB: _____
_____	_____	Terms: _____

Trade References: (please provide company name/contact/phone number)

1. _____
2. _____
3. _____

Names & Titles of Company Owners/Officers: _____

Type of Organization (check one only):

☐ Corporation ☐ Proprietorship ☐ Partnership ☐ Non Profit ☐ Other: _____

Type of Business (check one only):

☐ Manufacturer ☐ Distributor/Wholesaler ☐ Broker ☐ Dealer ☐ Service
☐ Contractor ☐ Consultant ☐ Other (please specify): _____

Name & Title of Person(s) Authorized to Sign Bids: _____

Do you provide any of the following (check all that apply):

☐ Surplus/Resale Products ☐ Hazardous Product Disposal ☐ Recycled products

Do you accept any of the following (check all that apply):

☐ American Express ☐ VISA ☐ Mastercard ☐ Discover ☐ Other: _____

I certify that the above information is correct: _____

(signature)

(date)

In addition to submitting this form, find out about online bidding and/or receiving automatic notification of bids on the City of Redmond website at: <http://www.redmond.gov/insidecityhall/finance/purchasing.asp>.

NOTE: Completed forms are kept on file for up to six years. It is the supplier's responsibility to ensure registrations are kept up-to-date.